

CSSD Electronic Signature Procedures and Technical Standards

I. Scope/Authority

These CSSD Electronic Signature Procedures and Technical Standards have been issued by the Honorable Patrick L. Carroll III, Chief Court Administrator under the authority of Section 51-193c of the Connecticut General Statutes and Section 4-4 of the Connecticut Practice Book, to become effective June 19, 2020. They apply to all documents required to be signed by CSSD staff with the exception of Electronic Juvenile Take-Into-Custody Orders applied for electronically through the eTIC system, the procedures for which are set out in the [Electronic Juvenile After-Hours Take-Into-Custody Procedures and Technical Standards](#).

II. Electronic Signatures

Any document required to be signed by any CSSD staff member may be signed electronically on a tablet through Adobe by:

- A. Using the “Draw free form” tool from the “Drawing Markups” options within the “Comment” menu in Adobe (see the [How to Sign PDF Documents on Surface Pro with Surface Pen](#) instructions); and
- B. Printing the signed document either:
 1. To paper;
 2. As a Fax generated directly from Adobe (by clicking the “Print” button on the bottom of the form or selecting “Print” from the “File” menu and selecting the appropriate “Fax” option as the printer in the print dialog box); or
 3. As a PDF (by clicking the “Print” button on the bottom of the form or selecting “Print” from the “File” menu and selecting “Microsoft Print to PDF” as the printer in the print dialog box), so that the final electronic file is a flat PDF such that any fillable fields on any form are no longer fillable and the document contents and signature cannot be edited, and saving the resulting flat PDF file for e-mail or other authorized electronic transmission.
(NOTE: If the document is not being printed to paper or printed as a fax, it MUST be printed as a flat PDF, rather than just saved as a PDF that remains fillable and editable.)

III. Validity and Status

- A. Any document signed electronically in accordance with these Procedures and Technical Standards shall have the same validity and status as a paper document that was physically (pen-to-paper) signed or verified by the CSSD staff member.

B. Original documents:

The version of any document that a CSSD staff member signs electronically in accordance with these Procedures and Technical Standards that shall be deemed the original of the document shall be as follows. For any electronically signed document that a CSSD staff member:

1. Prints to paper for the appropriate hard copy filing or distribution, the printed document shall be deemed the original of the document. Any electronic file of the document that a CSSD staff member saves prior to printing shall be deemed a draft or a copy of the document.
2. Prints to paper for faxing or prints as a Fax generated directly from Adobe, the facsimile transmission received by the fax recipient shall be deemed the original of the document. Any copy of the document that a CSSD staff member prints to paper for faxing and any electronic file of the document that a CSSD staff member saves prior to printing shall be deemed drafts or copies of the document.
3. Prints to a flat PDF for transmission as an electronic file via e-mail or other electronic means:
 - a. If the recipient is required to print the electronic file to paper for filing or other processing, the hard copy of the document that the recipient prints to paper shall be deemed the original of the document.
 - b. If the recipient is not required to print the electronic file to paper, the electronic file that the recipient receives shall be deemed the original document.

Any electronic files of a document that a CSSD staff member saves prior to printing as a flat PDF and any electronic file of the flat PDF that a CSSD staff member saves for the purpose of the electronic transmission of the file shall be deemed drafts or copies of the document.

IV. Document Retention and Destruction

CSSD staff shall retain the original or a copy of any document signed in accordance with these Procedures and Technical Standards that state law or CSSD policy requires CSSD to retain in accordance with Sections 7-13 to 7-15 of the Connecticut Practice Book concerning the retention and destruction of court files, reports from Adult Probation, and other Judicial Branch files and records, respectively.

There is no need for CSSD staff to retain any electronic file deemed a draft document in accordance with these Procedures and Technical Standards unless state law or CSSD policy requires CSSD staff to keep the draft or a copy of the original document.